

INITIATION PLAN TEMPLATE
FOR A GEF PROJECT PREPARATION GRANT (PPG)



Project Title: *Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan*

Country: Kazakhstan

Expected CP Outcome(s)/Indicator (s): Selected settlements have adopted integrated models for sustainable growth

UNDP CO UNDAF Outcome 2: Ecosystems and natural resources are protected and sustainably used, and human settlements are resilient to natural and human-induced disasters and climate change.

Indicators: Number of settlements implementing integrated models for sustainable and resilient settlements

Initiation Plan Start Date: 1 June 2016

Initiation Plan End Date: 1 June 2017

CPAP Programme Component:
 ATLAS Award ID: 00097017
 ATLAS Project ID: 00100875
 PIMS Project ID: 5045
 Management Arrangement: UNOPS

Total budget: **US\$ 90,000**

Allocated resources:
 • GEF US\$ 90,000

UNDP Deputy Resident Representative
 Munkhtuya Altangerel

Signature

Date: day/month/year

13/12/2016

UNOPS
Kirk Bayabos

A. Brief Description of Initiation Plan:

The GEF Small Grants Program has been a fundamental part of the GEF's support to the production of global environmental benefits and the implementation of the UNFCCC, UNCCD, UNCBD, and other multilateral environmental agreements in Kazakhstan since 1997 when the Kazakhstan SGP Country Program was first established. UNDP/GEF recently secured Project Preparation Grant financing for the "Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan". The project aims to enable community organizations in Kazakhstan to take collective action for adaptive landscape management for socio-ecological resilience - through design, implementation and evaluation of grant projects for global environmental benefits and sustainable development. The project will be financed by the GEF Trust Fund.

This Initiation Plan project is to provide support towards the project preparation of the PIF soon to be approved by GEF Council in June. Project preparation will include stakeholder consultations, baseline assessments, and development of a project logframe with defined baseline and indicators, a detailed work plan, and the definition of the management arrangements for the Full Size Project described in the PIF. Consultations and these other activities will be supported by desk research and review of support documentation, as appropriate. The final output of the Initiation Plan will be a UNDP-GEF Project Document and GEF CEO Endorsement Request ready for submission to UNDP and GEF. The documents will be compliant with the specific requirements of the GEF and conform to UNDP Operational Policies and Guidelines, primarily by following the approved UNDP-GEF and GEF document templates.

B. Project preparation activities:

Component A: Technical Review

In the context of the proposed initiative (as per the PPG and PIF cleared by GEFSEC for Work Program inclusion, attached as Annex I), the consultant(s) working on the project preparation phase, or "Project Development team", will carry out project preparation activities including technical and capacity needs assessments, as follows:

- a) A detailed stocktaking of the ongoing and planned activities of the GEF and government-financed projects and programmes in Kazakhstan to analyse and confirm potential and/or continued cooperation with existing initiatives, programmes and institutions, paying particular attention to how SGP will be integrated institutionally in-country through its National Steering Committee and multi-stakeholder landscape governance and innovation platforms so that the SGP's outputs support multiple objectives, influence other activities, and where possible can be sustained over the long term (STAP comment).
- b) A technical assessment of the baseline and co-financing initiatives (as outlined in the PIF but also considering additional/new baseline and co-financing initiatives) will be conducted, based on desk review of documentation and consultations with active partners and stakeholders, government entities, other UN agencies, NGOs and additional relevant organizations. This assessment will be used to identify strengths/gaps that the proposed project could build on/address. The results of the assessment will be used to inform the project design so as to ensure that GEF resources are additional and complementary to the outcomes that the associated baseline projects/initiatives are seeking to achieve.
- c) The desk review and consultations completed under points a) and b) are particularly critical to formulate the scope and details of the interventions under Components 1 of the proposed project.

d) **A participatory consultation and landscape planning process.** The Project Preparation Grant (PPG) will also finance consultations with primary stakeholders (the community-based organizations and local communities who will receive grants to produce benefits to local sustainable development and the global environment) and partners in the target landscapes. Project preparation will involve the communities, organizations and selected strategic partners in each particular landscape in a participatory planning process. These consultations are necessary to identify in detail the specific human and organizational capacity development needs in the context of the community-based and community-driven landscape management approach.

This process will follow the process developed and implemented under the COMDEKS program with suitable adaptations, as necessary. This process will include baseline assessments, problem identification, outcome descriptions, progress and success indicators, and identification of potential community-based initiatives for each landscape to be addressed in GFF6. A final step, if time and resources permit, would be the selection by communities of the initiatives they intend to implement with GFF-SGF financing. Complete detailed baseline assessments will be undertaken in each of the six or more key landscapes during project preparation to define existing ecological, social and economic factors on which to build project activities. More precise definition of the landscapes to be addressed – their geographic boundaries, potential community organizations, make-up of multi-stakeholder partnerships, etc. - will take place during project preparation.

Elements to be analysed and confirmed include biodiversity conservation status, climate vulnerability, land use trends and patterns, opportunities for application of renewable energy technologies, previous SGF supported initiatives, opportunities for upscaling past or current community-based initiatives to be financed under the SGF strategic project window of the Country Program, poverty and inequality levels, disposition of communities and local authorities, potential partnerships with NGOs, the private sector and others, and other factors. Detailed analysis of institutional activities in each of the six or more focal landscapes will be carried out to fully comprehend the current governance frameworks, institutional programs and projects, and the presence and availability of strategic partnerships with the project proposed here.

e) Other stakeholders that should be consulted include national and local NGOs, local governments, national agencies, private sector representatives and academic institutions that can facilitate knowledge exchange, as well as trainings and deployment of experts for the capacity-building efforts of this project.

f) A **stakeholder involvement plan** will be developed for the implementation phase (including civil society and private sector) to ensure full participation during implementation of the project.

g) Remote consultations may also be carried out, either by e-mail or teleconference.

Component B: Institutional arrangements

PPG resources will be used to delineate the institutional arrangements for the implementation phase of this project including identification of appropriate partnerships that may be advantageous or required. Activities for this purpose, include:

- a) Develop the details for management of the project during implementation. As the project to be prepared during this initiation Plan is aimed at financing the SGP Upgrading Country Program during the Sixth Operational Phase of the GEF, the institutional arrangements for project development and implementation will remain with the same structure and basic composition as has been the norm over the past 19 years and which has been codified in the SGP Operational Guidelines. The National Steering Committee will provide strategic guidance to the SGP National Coordinator who is and has been responsible for project development and implementation in the past. During project preparation, it is recommended that the composition of the NSC be reviewed with respect to the existence of expertise on landscape ecology, participatory planning and management and other relevant issues, and if necessary, expanded to include the appropriate skills. Renovation of the NSC should also be discussed by the NSC members, as per the SGP Operational Guidelines.
- b) Consultations will also serve to confirm agreement(s) on project implementation arrangements, including roles, responsibilities, and accountability among the different organizations involved in the project e.g. National Steering Committee, government, UNDP, etc. This stakeholder participation plan (work-plan/timetable and associated budget) will be one of the outputs of the series of consultations outlined on Section A. At the level of each landscape, multi-stakeholder groups will be formed with representatives of local community organizations, landscape level organizations, local government, NGO and other relevant institutions to participate in project preparation and implementation. These groups will provide strategic guidance to implementation of the landscape strategies with a special focus on landscape governance through landscape governance and innovation platforms with the aim of enhancing dialogue regarding lessons and potential policy inputs.

Component C: Strategic Results Framework and associated Monitoring and Evaluation Framework:

Project Preparation Grant resources will be used to finance activities and expertise to define a detailed Logical Framework including outputs and associated activities, as well as a Monitoring and Evaluation framework for the project, in line with UNDP-GEF requirements. This will include:

- a) Definition of the Project Results Framework (PRF) with appropriate baselines and target values and a multi-year work plan and budget for the project. Building on the Project Results Framework of the approved PIF, PPG resources will be used to outline a detailed PRF with elaboration of the project goal, objective, outcomes (as per the PIF), detailed outputs and activities, targets and indicators. A fully-developed work plan, budget and time frame for implementation will be developed.
- b) Details on execution of technical activities including requisite reporting procedures will be established. A detailed M&E work plan and delivery strategy will be defined to include clear identification of responsibilities and institutions, as well as a benchmarked budget allocation, capturing the requirements of the implementing agency vis-a-vis standard reporting and evaluation mechanisms. The Monitoring Plan will include qualitative and quantitative indicators. The M&E plan will include provisions for independent evaluation and provision to ensure learning of lessons from implementation.

- c) Identification of quantitative and qualitative indicators: using a fully participatory stakeholder approach, the indicators for measuring impacts and verifying the successful delivery of the project and outcomes will be defined. This will include definition of SMART impact indicators, baseline and target values, means of verification, and narrative on associated key risks/assumptions.
- d) Definition of a sustainability plan: The sustainability plan will outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need for this specific project.
- e) A Country Program knowledge management plan will be produced that incorporates landscape level targets for knowledge products.

Component D: Financial Planning and Co-financing

- a) Prepare a detailed multi-year budget following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.

- b) Explore multilateral and bilateral co-financing opportunities: Undertake a series of consultations with partners to ensure a coherent and sustainable financing package for the project. During project preparation, co-financing commitments made at PIF stage will be confirmed and others sought. Formal letters of commitment will be obtained from each co-financing entity.

- c) As a result of the participatory consultation and landscape planning process, an allocation of GEF resources to implementation of activities in each target landscape should be made. This definition will take into account co-financing commitments, strategic partnerships, sweat equity by communities and other factors and will be discussed with each multi-stakeholder landscape governance group.

Component E: Writing of Project Document and CEO Endorsement Request

- a) An international and national consultant will be employed to draft the Project Document and the CEO Endorsement Request. The consultants will monitor project preparation carried out by the National Coordinator as well as the guidance provided by the National Steering Committee. The consultants will liaise closely with the Global Coordinator of the SGP Upgrading Country Programs to ensure the quality of the Project Document as well as its formatting and organization.

- b) Responses to the various technical and policy level reviews by the GEFsec and STAP of the PIF will be prepared, circulated, and addressed in the PPG phase.

C. Management Arrangements

In keeping with past best practice, as well as GEF policy regarding Upgrading Country Programs, UNOPS is the Implementing Partner and will be responsible for contracting the consultants and making payments for goods and services associated with IP implementation. The international consultant will work under the direct supervision of the Global Coordinator of the SGP Upgrading Country Programmes, in cooperation with the SGP National Coordinator, an expert Local Consultant and relevant UNDP CO staff supporting project development. The SGP National Steering Committee will review the draft Project Document and provide comments and recommendations in a timely fashion prior to submission of the Prodoc to UNDP-GEF for onward submission to the GEF Secretariat. The Global Coordinator will ensure that the final drafts of the Prodoc, CEO Endorsement Request and other products of the Initiation Plan are of the appropriate quality and standards of UNDP as well as GEF.

D. Project preparation activities work plan, timeframe, responsibilities:

PPG Activity	Component A: Technical review	Component B: Institutional arrangements	Component C: Strategic Results Framework and associated Monitoring and Evaluation Framework	Component D: Financial planning and co-financing	Component
Jun '16	IC, NC	IC, NC, NSC, UNDP, P CO	IC, NC	IC, NC	15,000
Jul '16					
Aug '16					
Sep '16					
Oct '16					
Nov '16					
Dec '16					
Jan '16					
Feb '16					
Mar '16					
Apr '16					
May '16					
Jun '17					
Response Budget	25,000	10,000	20,000	20,000	15,000

E. Total Budget and Work Plan :

Award ID:		Project ID:
Award Title:	Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan	
Business Unit:	KAZ50	
Project Title:	<i>Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan</i>	
Implementing Partner (Executing Agency)	UNOPS	

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code		oneUNOPS Budget Accounts	ATLAS Budget Description	Amount US\$
Project preparation grant to finalize the UNDP-GEF project document "Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan".	UNOPS	62000	GEFTF	71200	71300	Personnel	International Consultant (lead) ^a	25,000
							Local consultant ^b	10,000
							Training, Workshops and conferences ^c	30,000
				75700			Travel ^p	25,000
				71600			PROJECT TOTAL	90,000

Budget Notes:

Budget Notes	Cost Items	Total estimated Days/months	Person	Grant Amount (\$)	Note
A	International consultant: PPG Team Leader	Approximately 30 days over 1 year		25,000	Please see Annex 2.1 TOR
B	Local consultant: Environmental Management and Sustainable Development	Approximately 40 days over 1 year		10,000	Please see Annex 2.2 TOR

	Expert				
C	Training, Workshops and conferences			30,000	Stakeholder consultation workshop (food / venue), validation workshop, participatory design events, etc
D	Travel			25,000	Travel and per diems for Team Leader and Local consultant, NC and NSC
E	UNOPS Fees & CMDC				The UNOPS fees and CMDC costs are included in the total budget of 90,000.
	Total PPG Budget			90,000	



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TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

POSITION TITLE:	International Consultant/Expert/ Lead in project development – “Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan”
AGENCY NAME:	BPPS/UNDP-GEF
COUNTRY OF ASSIGNMENT:	Home based with travel to Kazakhstan
DURATION OF CONTRACT:	June 2016 – June 2017 (30 days)

1) GENERAL BACKGROUND

The GEF Small Grants Programme has been a fundamental part of the GEF's support to the production of global environmental benefits and the implementation of the UNFCCC, UNCBD, UNCCD and other multilateral environmental agreements in Kazakhstan since 1997 when the Kazakhstan SGP Country Program was first established. UNDP/GEF recently secured PPG financing for the Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan. The project aims to enable community organizations in Kazakhstan to take collective action for adaptive landscape management for socio-ecological resilience - through design, implementation and evaluation of grant projects for global environmental benefits and sustainable development. The project will be financed by the GEF Trust Fund.

This Initiation Plan (IP) project will provide support towards preparation of the project described in the recently submitted PIF for the Sixth Operational Phase of the GEF SGP in Kazakhstan. The IP is financed through a Project Preparation Grant which will cover the costs of preparation activities: stakeholder consultations, baseline assessments, and development of a project logframe with defined baseline and indicators, a detailed work plan, and the definition of the management arrangements for the FSP. Consultations and these other activities will be supported by desk review of support documentation, as appropriate. The final output of the initiation plan will be a UNDP-GEF project document and GEF CEO Endorsement Request ready for submission to UNDP and GEF. The documents will be compliant with the specific requirements of the GEF and conform to UNDP Operational Policies and Guidelines.

The preparatory phase for the detailed design of this initiative will take place between April 2016 and 30 September 2016, following a detailed Project Preparation Grant (PPG) Initiation Plan (IP), attached as Annex I. During this time, various activities will be undertaken to finalize the design of project documents that will

govern the activities of the proposed GEF financed project. These due-diligence related activities will build on those undertaken during the development of the concept (Project Identification Form- PIF, attached here as Annex II). A Project Document and a GEF CEO Endorsement Request will be produced in accordance with the various requirements of UNDP and GEF, based on the above information. Comprehensive stakeholder discussions and input will be relied on throughout the design phase.

In the context of the above, UNDP is seeking the services of an experienced individual to lead a series of activities required for the preparation of the project document to the standard required by UNDP-GEF.

2) OBJECTIVES OF THE ASSIGNMENT

The consultant is tasked with the production of the UNDP Project Document and GEF CEO Endorsement Request. This will require that he/she coordinate the input from all relevant stakeholders to produce the Project Document (PPG team, including National Coordinator, NSC members, others). The assignment will involve extensive consultations with members of the SGP National Steering Committee, the SGP National Coordinator, UNDP staff, as well as government officials and NGO representatives, both in person and remotely. Travel to conduct stakeholder consultations will be required to the landscapes identified in the PIF to meet and consult with communities and local organizations, and potential partners of this project. Overall oversight of the consultant and his/her work will be provided by the UNDP/GEF Upgrading Country Program Global Coordinator.

3) SCOPE OF WORK

The consultant will be responsible for the following tasks and ensuring the timely delivery and quality of the following outputs:

- Preparation of a comprehensive Project Document consistent with UNDP quality standards. The Project Document should reflect the outputs produced as a result of implementation of the Implementation Plan financed through the GEF Project Preparation Grant. The preparation of the Project Document will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant document:
 - Situation Analysis (global environmental problems, proximate and root causal logic, long-term solution and barriers to achieving the solution)
 - Project Strategy (country ownership, project rational and policy conformity, design principles and strategic considerations, community based approach taking into account the SGP modus operandi, project objective, outcomes, and outputs/activities, key indicators, risks, assumptions, cost-effectiveness, sustainability, replicability, stakeholder involvement plan, environmental and social safeguards)
 - Project Results Framework
 - Total Budget and Work Plan
 - Management Arrangements
 - Monitoring Framework and Evaluation
 - Legal Context
 - Annexes
 - Risk Analysis
 - Agreements
 - References

- Key assessment reports
- Capacity assessments
- Terms of Reference for Project staff and main consultants and sub-contracts
- Stakeholder involvement Plan
- Letters of co-financing

The above sections are indicative; as templates may be subject to change, the consultant will be required to obtain guidance from the UCP-GC on applicable formats and templates to ensure that his/her work is compliant with UNDP/GEF standards. The development of this Project Document will include all inputs from the PPG team, consolidated by the consultant.

- Preparation of the CEO Endorsement Request, to the standard required by UNDP.
- Preparation of a report on the PPG phase, including financial information.
- Provision of further project information or revisions in response to GEF project reviews.
- Preparation and submission of a detailed work plan with clear milestones and results for the assignment for approval by the UNDP/GEF UCP-GC

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration June 2016 – 30 June 2017

Total number of working Maximum of 30 days over one year

days

Duty station Home based

Expected places of travel The contractor is expected to travel to Kazakhstan and from there to the

specific rural landscapes identified in the PIF

5) FINAL PRODUCTS

- Detailed reports of consultations to be annexed to the Project Document.
- Project Document following UNDP guidelines (as detailed in Section 3 of this TOR).
- GEF CEO Endorsement Request

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will lead and coordinate all members of the PPG team. The consultant will be supervised by the UNDP/GEF UCP-GC with input from the SGP National Coordinator. Payment will be approved by UNDP/GEF UCP-GC.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Excellent English written communication skills, as well as high proficiency in Spanish, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Master's degree in environment, economics, development, or a closely related field.
- A minimum of 10 years relevant work experience.
- Demonstrated knowledge of climate change adaptation, resilience and sustainable development.
- Demonstrated experience in project development, implementation and management.
- Ability to pick up new terminology and concepts easily and to turn information from various sources into a coherent project document.
- Knowledge of GEF systems, processes and terminology.
- Previous successful experience in formulation of GEF projects.
- Experience in working and collaborating with governments will be an asset.
- Experience in working in developing countries will be an asset.

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT – NATIONAL CONSULTANT

Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan

Terms of Reference

Consultancy Title:	Local Consultant: Environmental Management and Sustainable Development
Type of Contract:	Individual Contract
Languages Required:	Russian
Duration:	June 2016- June 2017
Location:	Home-based, with missions to Astana, Karaganda, Kostanay, Kyzylorda, Shymkent and Ust-Kemen

The GEF Small Grants Programme (GEF-SGP) in Kazakhstan has supported 329 NGOs' and CBOs' projects for a total of US\$ 6.6 million in GEF funding since it was established in Kazakhstan in 1997. For more than 18 years the Kazakhstan SGP Country Programme had been playing a role of the GEF financial mechanism to implement UNFCCC, UNCCD, UNCBD, UNCCD and other multilateral agreements and to provide technical and financial support to community-based projects that conserve and restore biodiversity; mitigate climate change impacts through use of alternative energy sources and implementation of energy efficiency technologies; protect trans-boundary water bodies; introduce sustainable land and water use practices to combat land degradation and desertification; and reduce the use of POPs and chemicals.

UNDP/GEF recently secured Project Preparation Grant (PPG) financing for the Sixth Operational Phase of the GEF Small Grants Programme in Kazakhstan. The project aims to enable CSOs in Kazakhstan to take collective actions for adaptive landscape management for socio-ecological resilience through design, implementation and evaluation of grant projects for global environmental benefits and sustainable development within the framework of landscape strategies for enhanced resilience. The project will be financed by the GEF Trust Fund.

The Project Preparation Phase requires an Initiation Plan (IP) to operationalize the PPG. The Initiation Plan (IP) project will provide support towards preparation of the project described in the soon to be approved PIF for the Sixth Operational Phase of the GEF SGP in Kazakhstan. The IP is financed through a Project Preparation Grant which will cover the costs of preparation activities: stakeholder consultations, baseline assessments, and development of a project log frame with defined baseline and indicators, a detailed work plan, and the definition of the management arrangements for the FSP. Consultations and these other activities will be supported by desk review of support documentation, as appropriate.

During the first month of the PPG, respective GEF SGP programme staff in consultation with the UNDP GEF Global Coordinator for SGP Upgraded Country Programmes will hire the consultant based on these TOR PPG in accordance with the agreed time schedule. The Consultant, in consultation with SGP GEF staff together with the Global Coordinator and the UNDP CO, will compile all materials and draft the full-sized project document for submission to GEF.

The purpose of the PG is to fully design the activities, outputs, and outcomes of the full size project "Sixth operational phase of the GEF Small Grants Programme in Kazakhstan" and to develop a full set of project documentation for submission to the GEF Secretariat for approval. Normal rules for development of full-sized GEF projects apply. Copies of the GEF templates and guidelines can be found at: http://www.thegef.org/gef/guidelines_templates

1. BACKGROUND

Please see attached Initiation Plan (Annex I) and PIF (Annex II) for the project "Sixth Operational Phase of the GEF Small Grants Program in Kazakhstan."

2. PROJECT PREPARATION ACTIVITIES

The preparatory phase for the detailed design of this initiative will take place between June 2016 and June 2017, following a detailed Project Preparation Grant (PPG) Initiation Plan (IP), attached as Annex I. Project preparation activities will build on those undertaken during the development of the concept (Project Identification Form - PIF - attached here as Annex II). A Project Document and a GEF CEO Endorsement Request will be produced in accordance with the various requirements of UNDP and GEF, based on the above information. Comprehensive stakeholder discussions and input will be relied on throughout the design phase.

The PPG phase will support the preparatory work needed to refine the design of the project activities and to identify the requirements for their implementation. The purpose of the PPG will be to arrange collection and detailed analysis of a variety of information regarding State and local governmental development policies and programmes, analysis of the current situation in each of the focal landscapes, and to formulate the entire framework and concept of the full-sized project according to the GEF requirements.

There includes following tasks as per the ones in the Initiation Plan attached to this TOR:

- I. Baseline studies.
- II. Studies to address any opportunities/risks identified during an environmental and social screening of the project proposal.
- III. Identification of specific sites (landscapes, oases) for intervention
- IV. Integration with development plans, policies, budgets and complementary projects.
- V. Stakeholder consultations to mobilize and engage CSOs, local communities and other stakeholders during project design to ensure a strong national ownership. Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Undertake consultations to secure agreement(s) on project implementation arrangements, including roles, responsibilities, and accountability of lead and partner agencies. Document these consultations.
- VI. Finalization of project results framework: Further define the results framework with appropriate objective-level and outcome-level quantitative and qualitative indicators, and end-of-project targets.
- VII. Definition of monitoring and evaluation (M&E): A detailed M&E work plan will be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
- VIII. Definition of management arrangements: The organisational structure governing the project will be decided. The role of National Steering Committee will be clearly described.
- IX. Prepare a detailed multi-year budget following the standard template provided in the UNDP-GEF

- X. Explore multilateral and bilateral co-financing opportunities; Undertake series of consultations with partners to ensure a coherent and sustainable co-financing package.
- XI. Ensure completion of required official endorsement letters: An official endorsement letter will be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee will be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.

3. DESCRIPTION OF RESPONSIBILITIES

Under the overall supervision of the GEF SGP National Coordinator and the Upgraded Country Programmes Global Coordinator, the National Consultant will: design the GEF Full-sized Project (FSP); draft the FSP document and CEO Endorsement template (and associated Annexes and documentation) based on the GEF-endorsed Project Identification Form (PIF), and inputs provided by all partners. S/he will make sure that the FSP meets the GEF strategic priorities under the multi focal area. S/he coordinates the PFG phase and is fully responsible to the National Coordinator and Global UCP Coordinator for quality control and preparation of all reports and documentation on time for GEF CEO Endorsement.

The Local Consultant is expected to undertake at least one mission each to Astana, Karaganda, Kostanay, Kyzylorda, Shymkent and Ust-Kemen , to meet with CSOs and main stakeholders regarding the baseline study, stakeholder analysis, inception workshop, data collection and other project preparation tasks. In addition, the consultant will undertake the following activities in close cooperation with the GEF SGP NC, UCP GC, UNDP CO in Kazakhstan during the PFG phase:

1. Provide expert advice in the design and scheduling of PFG activities, and the equitable engagement of partners in project activities.

2. Conduct baseline study and stakeholder analysis:
 - ✓ Review PIF and other GEF guiding documents pertaining to the development of the development of the SGP Project document
 - ✓ Review current situation of all relevant baseline information and current policy and practices with regard to global environmental assessment;
 - ✓ Identify national and regional key project stakeholders and partners, including analyses and (documented) consultations regarding their future/potential role during the implementation phase;
 - Identify key local stakeholders and arrange extensive consultations with local stakeholders, members of the SGP National Steering Committee, the SGP National Coordinator, UNDP staff, as well as government officials and NGO representatives, both in person and remotely.
 - Travel to conduct stakeholder consultations will be required to the six key landscapes identified in the PIF to meet and consult with communities and local organizations, and potential partners of this project.

3. Work closely with the National Steering Committee and any appropriate environmental management professionals and institutions at the national and local level to achieve basic consensus on scale, content and format of the main project phase

4. Develop all components for the main project implementation phase in full detail and drafting the project documentation following the specific GEF/UNDP requirements, which will include (but not be limited to):

- ✓ project time frame, outcomes, outputs and activities (including a logical framework and monitoring and evaluation framework);
- ✓ detailed budget with endorsed financial inputs (cash and in-kind);
- ✓ implementation and management arrangement; roles and responsibilities of project implementation partners;
- ✓ Strategy for key national and local stakeholder participation and involvement;
- ✓ TORs, capacity building/training plans, communication and outreach strategy, and all other relevant annexes as needed;
- ✓ other elements and components, as needed, to ensure completeness, feasibility and potential effectiveness and efficiency of the planned project implementation phase;
- ✓ Develops a description of the social, economic and financial sustainability of proposed project activities;
- ✓ Finalizes the project logical framework.
- ✓ Coordinates the development of the stakeholder involvement plan;
- ✓ Describes roles, functions and responsibilities of different players (NGOs/CSOs, governmental, research, financial institutions,) with respect to regulating, planning, implementing activities affecting sound management of decision-making process in environment protection in each of the key landscapes;
- ✓ Defines the capacity of the key stakeholders to implement and sustain the proposed project activities, including recommendations for building capacity integration into the project design;
- ✓ Prepare the draft of the quantified description of the global environmental benefits of the project, to be finalized by the International Consultant;
- ✓ Develops a risk analysis table, and development of risk mitigation strategy for the project to be reviewed by the International Consultant.
- ✓ Designs project monitoring and evaluation plan, and budget
- ✓ Develops a costing table for all expected project outcomes and outputs,
- ✓ Prepare the relevant description for the Project Document – threats analysis matrix and narrative and log frame with clear indicators for the objective and outcome level, including the baseline and target values for the indicators;
- ✓ Based on inputs from the national team, undertake an incremental cost analysis;
- ✓ Assist the project in the development of co-funding matrix for the full project;
- ✓ Assist in the preparation of the monitoring and evaluation framework and plan;
- ✓ Develop in collaboration with the International experts the Executive Summary and the Project Document to be submitted to the GEF;
- ✓ Address all the comments from the SGP, UNDP/GEF, PTA; STAP, other IAS, Secretariat, GEF Sec, and Council members.

5. Develop the Project Document based on the latest and most appropriate UNDP-GEF template:

1. Project Document
 - ✓ Run a consistency review and quality check on the UNDP/GEF Project Document converted to the finalized Request for CEO Endorsement
 - ✓ Develop a stakeholder participation strategy.
 - ✓ CEO endorsement template
2. Perform an initial quality review of Draft CEO Request: logframe, threats analysis, institutional arrangements for project implementation, context (globally significant environmental issues,

- ✓ socio-economic; institutional, legal and policy), baseline (what will happen without GEF - programs and environmental consequences), project structure - goal, objective, outcomes and outputs;
- ✓ Look for any information & data gaps in the analysis ensuring consistency and the logic of threats & barriers analysis and the proposed course of actions;
- ✓ Prepare a detailed feedback that specifies information/data gaps, analysis and description to be refined and/or added by the team of national consultants;
- ✓ Identify additional partners and assist with the further development of partnerships at global and regional scales.
- ✓ Review and comment a draft project budget;
- ✓ Run a final check on semi-final CEO Request with final inputs from national and international stakeholders & partners

6. Organize (a) workshop(s) to verify and confirm the draft Project Document with all elements among key stakeholders.

- ✓ Organize PPG inception workshop with main stakeholders in focal landscapes to discuss findings and developed project frame including budget also agree on the project management arrangements and implementation strategy.

7. Management Arrangements

- ✓ Coordinates project preparation with all partners engaged (CSOs, LCS, co-financiers, local authorities, UNDP CO).

4. DELIVERABLES

- The following deliverables are expected from the consultancy contract.
- ✓ Detailed Assignment Workplan (within 1 weeks of start of the assignment)
 - ✓ Detailed PPG work plan and design of consultation and validation workshops (within 1 weeks of start of the assignment)
 - ✓ Inception workshop report including Stakeholder Analysis and any other details from the meetings organized within PPG.
 - ✓ Results of Survey implemented in GEF multi focal area.
 - ✓ Results of the Strategic Results Framework (SRF) Analysis and Strategic Results Framework according to GEF standards.
 - ✓ List of prioritized project objectives, interventions, component activities for GEF Full Size Project.
 - ✓ Project planning matrix (Project framework design).
 - ✓ Detailed design of project components.
 - ✓ Draft GEF SGP SFP, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement and GEF Tracking Tool in two languages English and Russian for national partners and CEO approval.
 - ✓ Final GEF SGP SFP, Project Results Framework, GEF Tracking Tool and Request for CEO Endorsement and GEF Tracking Tool fully compliant with the enforced GEF rules and standards
 - ✓ Reports will be verified by the SGP NC and UCP GC with the assistance of UNDP COS for integrity, comprehensiveness and quality.

The consultant is expected to arrange his/her travelling to the places the PPG meetings will take place. Travel costs to participate to the PPG phase meetings should be included in the financial offer.

5. Duration of the Work

The work should start in June 2016. The entire work should be completed not later than by end of June 2017.

6. Expected results and payments:

#	Results	Timing	Amount (optional)
1	Meeting with National Coordinator, UNDP CO staff and international consultant	June - August 2016	1st tranche 30%
2	Detailed work and mission plan with timeline and clear deliverables, initial list of key stakeholder for consultations prepared and submitted to SGP NC and UCP GC for endorsement.		
2	Based on the approved detailed work plan prepare 6 mission plans for assessment and consultation meetings with key stakeholders, inception workshop, data collection and submitted to SGP for endorsement.		
3	To arrange 6 missions according to the approved mission plans to interview key stakeholders and discuss the project approach, implementation activities for each key landscape etc.		
3	Organized and conducted a) inception workshop to present and verify the planned new project – the draft project documentation and all deliverables under this TOR will be considered acceptable only if the relevant key stakeholders will agree on its main strategy and components from a technical, financial, and especially political point of view. Prepare draft project strategy and for each landscape a draft strategy, typology of community based projects.		
4	Draft documents ready for SGP NC and UCP GC review: logframe (with baseline values for indicators); threats analysis; institutional arrangements for project implementation; context; baseline; project structure - goal, objective, outcomes and outputs. The information should clearly address the key landscapes participatory management approach.		
6	Draft Project Document addressing comments ready to be sent to peer reviewer; first draft of budget ready - according to the template.		
7	Based on the feedback from reviewers, draft the final and complete Project Documentation with all its elements and components (in English) – to be finalized.		
8	Final Project Document and Executive Summary addressing the STAP reviewer comments ready for submission in English and Russian.		
9	Consultant should be available 3 – 5 days to address technical comments from GEF Sec, IAs,	2016-June October 2017	3rd tranche 40%

Travel:

In the course of the assignment, the specialist will be expected to undertake at least one mission trip

each to Akmoła, Karaganda, Kostanay, Kyzyl-orda, Shymkent and East-Kazakhstan oblasts in July 2016. Mission dates to each proposed target regions should tentatively last for 3 days each time with a total 18 cumulative days. The dates for missions will be agreed upon between the expert and GEF SGP Kazakhstan. The specialist will carry out any other relevant duties falling within the scope of his competence, which may arise during the course of his assignment, as requested by the GEF SGP NC/ UNDP.

7. COMPETENCIES

Qualifications of the Successful Individual Contractor

- 1) Advanced University degree in the fields of environmental management, economics, public administration or relevant related fields.
- 2) At least 5 years of working experience in the area of Environmental Management, Environmental Protection, Sustainable Land management, and climate change mitigation.
- 3) Experience in drafting project concepts and proposals.
- 4) Experience in arranging and conducting meetings with stakeholders and beneficiaries
- 5) Familiarity with GEF policies, templates and requirements for FSP preferred.
- 6) Familiarity with the UN Conventions addressing Biodiversity Conservation, Climate change and Land Degradation and Desertification.
- 7) Understanding of community-based initiatives approach.
- 8) Understanding and knowledge in the GEF focal areas/Project Cycle or relevant areas
- 9) Ability to pick up new terminology and concepts easily.
- 10) Computer skills (MS Office, Internet Explorer, etc.);
- 11) Excellent command of English and Russian

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

8) EVALUATION OF APPLICANTS

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal.

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical (P11 desk reviews) and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

9) APPLICATION PROCEDURES

- Qualified candidates are requested to apply online via this website. The application should contain:
- **Cover letter** explaining why you are the most suitable candidate for the advertised position.
 - Please paste the letter into the "Resume and Motivation" section of the electronic application.
 - **Methodology** on how you will approach and conduct the work (if applicable).
 - **Filled P11 form** including past experience in similar projects and contact details of referees (blank form can be downloaded from http://europandcis.undp.org/files/hrforms/P11_modified_for_SCS_and_ICs.doc); please upload the P11 instead of your CV.
 - **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (i.e. honorarium, translation of final project documents, travel, per diems and any other possible costs).
 - **Incomplete applications will not be considered.** Please make sure you have provided all requested materials

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the **UN security directives** set forth under dss.un.org General Terms and conditions as well as other related documents can be found under: <http://europandcis.undp.org/home/jobs>

Qualified women and members of minorities are encouraged to apply. Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Agreed by:

Signature
Name and Designation Yekaterina Yuchshenko, GEF SGP National Coordinator
Date of Signing _____